



Phoenix Indian Center, Inc.

4520 N. Central Avenue, Suite 250 - Phoenix, AZ 85012
Phone (602) 264-6768 Fax 602-274-7486
www.phxindcenter.org

JOB ANNOUNCEMENT

TITLE: **WORKFORCE SPECIALIST**

DEPARTMENT: Native Workforce Services

HOURS: Monday to Friday - 8:00 A.M. to 5:00 P.M.

SALARY: (DOE)

DUTIES:

Complete a comprehensive customer assessment, develop an appropriate Individual Employment Plan of Service to thoroughly define a path to employment and provide ongoing employment counseling. Maintain contact with customers on a regular basis. Conduct continuous outreach to local agencies and businesses. Process program paperwork. Refer customers to potential employers. Conduct follow-up employment verifications with customers who have obtained employment and their employers. Attend department and agency meetings. Attend related community meetings. Prepare and submit monthly reports. Establish and maintain professional working relationships with agency staff and within the community.

REQUIREMENTS:

Bachelor's degree in Counseling, Social Work or related human service field with 2-3 years related work experience in case management. Knowledge of area job market and workforce trends. Excellent verbal and written communication skills. Knowledge of the social, educational and economic issues of off-reservation Native American population. Proficiency in Microsoft Office Suite. Must possess a valid DPS Fingerprint Card. Must have dependable transportation with a valid driver's license and automobile insurance coverage in compliance with Phoenix Indian Center requirements.

CLOSING DATE: OPEN UNTIL FILLED (Posting Date: September 2, 2015)

SUBMIT COMPLETED APPLICATION INCLUDE CURRENT RESUME TO:

PHOENIX INDIAN CENTER PERSONNEL
4520 North Central Avenue, Suite 250, Phoenix, AZ 85012
602-264-6768 ext 2013-602-274-7486 (Fax)
Online at www.phxindcenter.org click on Work With Us

PREFERENCE: In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with application and resume.
